

CCSF PROFESSIONAL ENGINEERS CHAPTER

CHAPTER BYLAWS

I. NAME

The name of this chapter shall be San Francisco Association of Professional Engineers, affiliated with International Federation of Professional and Technical Engineers, Local 21, AFL-CIO.

II. JURISDICTION

The jurisdiction of this chapter shall include professional engineering employees of the City and County of San Francisco.

III. OBJECTIVES

The objectives of this chapter shall be to unite into one labor organization all workers eligible for membership, regardless of race, color, creed, religion, sex, sexual preference, national origin, physical handicap, age, political affiliation or opinion; to secure improved working conditions, wages, hours, and other economic advantages for its members; and to deal with a broad spectrum of economic issues, as the chapter members may determine from time to time. Nothing herein shall be in conflict with the constitution and bylaws of IFPTE, Local 21, AFL-CIO.

IV. MEMBERSHIP

- A. Any person employed by the City and County of San Francisco in the general field of professional engineering or any other classifications deemed appropriate by the chapter is eligible for membership in this chapter.
- B. It shall be the duty of every member to uphold the ideals and principles of this union and abide by all its rules and decisions. He/she shall treat all business transacted in meetings as confidential, and unless authorized, shall not divulge same to other than a member he/she knows to be in good standing. No member shall slander or libel the chapter, local, of international union, its members or its officers, or be a party to any activity to secure the disestablishment of the local as a collective bargaining agent, or maliciously interfere with any business agent, officer, or steward in the performance of his/her duties.
- C. A member shall lose his/her good standing in the chapter by suspension or expulsion from membership after appropriate proceedings in conformity with the IFPTE Constitution, or

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automatically by non-payment of dues for a period of three (3) months.

- D. A member does not lose good standing because of failure to pay dues if he/she was laid off or was on leave of absence. Such member does not have to pay dues for periods of layoff or leave of absence.

V. DUES AND INITIATION FEES

The dues of IFPTE, Local 21 shall be the dues of this association.

VI. CHAPTER EXPENSES

All necessary operating expenses will be included in IFPTE, Local 21's budget and will be paid for by Local 21.

VII. MEETINGS

- A. Regular membership meetings shall be held monthly.
- B. Special membership meetings of the chapter may be called by either the President upon receipt of a petition by ten (10) members or a majority of the Executive Committee by action taken at a duly called Executive Committee meeting. The only business that may be transacted at the special membership meeting shall be that for which it was called.
- C. The membership shall be notified, in writing or by official union publication, at least five (5) days in advance of each regular membership meeting. All members in attendance at a membership meeting shall have the right to express their opinions upon any business properly before the meeting, subject to these bylaws, the rules and regulations adopted by the membership pertaining to the conduct of meetings, and Robert's Rules of Order, in that decreasing order of precedence.
- D. A quorum for a membership meeting shall consist of ten (10) members in good standing. In case of inability to obtain this quorum within 1/2 hour after the announced meeting time, a special meeting of the Executive Committee may be called, if a majority of the Executive Committee is present, to conduct the business of the chapter.

VIII. EXECUTIVE COMMITTEE

- A. The governing body of this Chapter shall be the Executive Committee and shall have the authority and duties as set forth in these bylaws.

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- B. The Executive Committee shall be comprised of the officers and elected members in accordance with Article X of these bylaws
- C. The duties of the Executive Committee are:
 - 1. To meet monthly, or oftener as required. A quorum shall be a majority of its members.
 - 2. To establish goals and aims of the chapter and to work toward these goals.
 - 3. To handle all Association problems that arise between m general membership meetings, such as wages, examinations, classification matters, etc., and develop solutions, formulate policies, and make recommendations of same to the general membership.
 - 4. To represent the chapter between membership meetings when urgent business requires prompt action.
 - 5. To adopt rules for the conduct of its meetings.
 - 6. To perform such other duties as are herein provided, or from time to time delegated to it.
 - 7. To present its minutes at each membership meeting for approval by the membership
 - 8. To transit its minutes to the Local Union.

IX. OFFICERS

- A. The officers of this chapter shall be President, Vice-President, and Secretary.
- B. The duties of the President are:
 - 1. To preside at membership and Executive Committee meetings of this chapter.
 - 2. To enforce the bylaws of the chapter.
 - 3. To assist all officers in the performance of their respective duties.
 - 4. To decide all questions of order, subject to appeal to the membership.
 - 5. To approve all official chapter documents.
 - 6. To appoint any general or special committees.

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7. In general, to have supervision of the conduct and affairs of the chapter and its officers, including, without limitation, the right to make pro-tem appointments.
 8. To preserve order in the chapter.
 9. To take such action, as in his/her judgment, will advance the best interests of the chapter and its members.
 10. To represent the chapter at meetings of the Executive Council of the Local Union.
- C. The duties of The Vice-President are:
1. To preside at the chapter and Executive Committee meetings in the absence of the President.
 2. To render such assistance as may be required by the President.
 3. To perform any and all duties of the President in his/her absence as will not wait on the President's return.
 4. In case of vacancy in the Office of the President, the Vice-President shall immediately assume that office.
- D. The duties of the Secretary are:
1. To preside at the chapter and Executive Committee meetings in the absence of the President and Vice-President.
 2. To keep minutes of membership and, if deemed necessary, Executive Committee meetings which need not be verbatim.
 3. To handle the correspondence of the chapter, at the direction of the President, insofar as it is not handled by the Business Manager.
 4. To handle chapter monies, if any, when directed by the Chapter's Executive Committee.
 5. To provide copies of the minutes of all Executive Committee meetings to the Local Union within thirty (30) days after each Executive Committee meeting,
- X. **NOMINATION, ELECTION AND INSTALLATION OF OFFICERS AND EXECUTIVE COMMITTEE**
- A. Every member in good standing, in accordance with Article IV of these bylaws, shall be eligible to hold office, if otherwise qualified under provisions of the IFPTE and Local 21 Constitutions.
 - B. Every member in good standing shall have the right to nominate, vote for, or otherwise support candidates for office.

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- C. Nomination of officers shall be held during the regular order of business at the October Chapter membership meeting in odd numbered years. Nomination of officers may be submitted by email prior to the October Chapter membership meeting. Nominations shall not be closed until a call for further nominations has been made by the chair. Specific notice of the date, time and place of the meeting, for nominations for the offices involved, shall be given to all members in writing at least ten (10) days prior to the date of the designated meeting, and each member shall be advised in such notice of the nomination and election rules. Nominees must accept the nomination to be considered. Nominees must belong to one of the following represented agencies:
1. Airport
 2. Building Inspection
 3. Fire Department
 4. Municipal Transportation Agency
 5. Port Commission
 6. Public Utilities Commission
 7. Public Works
- D. Questions regarding eligibility of candidates nominated at the nomination meeting shall be decided by the Association's Executive Committee within twenty-four (24) hours.
- E. There shall be no proxy vote. Each member in good standing shall be entitled to one vote.
- F. The last order of business at the January membership meeting of each year shall be installation of newly elected officers. When there are two or more candidates for an office, the candidate receiving the highest number of ballots cast shall be declared elected, except that no candidate shall be elected who has not received a majority of the ballots cast. In that event, a run-off election shall be held involving the two candidates receiving the highest number of ballots. The candidate receiving a majority of the ballots cast in the runoff election shall be declared elected.
- G. Protests concerning the ruling or the eligibility of voters and the conduct and validity of the election shall be filed within forty-eight (48) hours with the Executive Committee, which shall make a decision within seven (7) days. The Executive Committee shall determine which

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officers shall conduct the affairs of the chapter pending final resolution of the protest. Decisions of the Executive Committee shall be binding subject to appeal as provided in the IFPTE Constitution.

- H. All nomination and election records, including the minutes of the nomination meetings and a tally of the ballots cast, shall be preserved for one year.
- I. In case of vacancy among the officers a special membership meeting shall be held, within thirty (30) days from the date of the vacancy, for the purpose of nominating and electing another officer. Nomination and selection of a successor shall take place at the next regular membership meeting.
- J. In case of vacancy among the elected members of the Executive Committee, the President shall appoint, from a list of candidates submitted by the members of the Executive Committee, a member in good standing to fill the vacancy on the Executive Committee.

Executive Committee members and alternates shall be nominated and elected according to the following formula: One (1) Executive Committee member for every 50 members represented. Any nominee not elected will serve as an alternate. The alternate will serve only in the absence of the elected representatives.
- K. The Executive Committee may appoint one (1) additional representative at its discretion.
- L. If the Executive Committee determines that the proportion of membership requires modification of the formula for determination of representatives, or agencies represented, they shall propose such a change as an amendment to these bylaws, as outlined in Article XI of these bylaws.
- M. Terms of Office of Officers and elected Executive Committee members shall be two (2) years.

XI. AMENDMENTS

- A. Any proposed amendment to these bylaws shall be presented in writing, and read at a regular chapter membership meeting or a special meeting called for the purpose.
- B. All members shall be notified of any proposed amendment, in writing, at least fifteen (15) days prior to the meeting at which action is to be taken.
- C. It shall take a majority vote by secret ballot of the members present to amend these bylaws.

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XII. EFFECTIVITY

- A. These bylaws shall become effective upon approval by the membership by a majority vote of those present.
- B. Any provision of the bylaws not provided for by the preceding bylaws shall be put into effect at the earliest practicable date, without regard to specified dates which would otherwise defer such action.